

**DEPARTMENT OF ADMINISTRATIVE SERVICES  
JOB OPPORTUNITY  
FISCAL/ADMINISTRATIVE OFFICER**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** CANDIDATES ON A CURRENT EXAMINATION LIST

**Location:** 165 Capitol Avenue, Hartford

**Job Posting No:** 00114401

**Hours:** 40 Hours per week

**Salary:** \$66,213.00 - \$85,597.00

**Closing Date:** November 9, 2016

**Eligibility Requirement:** Candidates must have applied for and passed the **Fiscal/Administrative Officer** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Knowledge, Skills and Abilities:**

Knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; knowledge of grants and contracts preparation and administration; knowledge of purchasing principles and procedures; some knowledge of human resources and payroll practices and procedures; interpersonal skills; oral and written communication skills; ability to prepare and analyze financial documents and reports; ability to interpret and apply statutes, regulations and administrative policies; ability to utilize EDP systems for financial management.

**Preferred Experience, Knowledge, Skills and Abilities:**

The successful candidate will have:

- Experience with CORE-CT (PeopleSoft/Oracle) financial modules;
- Experience with Microsoft Suite;
- Experience with EDP financial systems;
- Experience with QuickBooks;
- Ability to work independently in the preparation of complex financial entries;
- Experience with reconciliation of accounts;

**General Experience:**

Six (6) years of experience in a combination of fiscal/administrative functions (e.g., accounting, accounts examining, budget management, grant administration, human resources, payroll, purchasing) at least one of which must be an accounting or budgeting function.

**Special Experience:**

Two (2) years of the General Experience must have been at the paraprofessional level, requiring the exercise of some independent judgment in the application of basic principles and procedures in accounting, budgeting, human resources, purchasing or related fiscal administration functions. Connecticut Careers Trainee experience (target Fiscal/Administrative Officer or closely related class) is at the professional training level and above the paraprofessional level.

**Substitution Allowed:**

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in public administration, business administration or accounting may be substituted for one (1) year of the Special Experience.
3. For state employees two (2) years as a Fiscal/Administrative Assistant may be substituted for the General and Special Experience.
4. For state employees two (2) years as a Purchasing Assistant may be substituted for the General and Special Experience.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, and completed CT-HR-12 application ([CT-HR-12](#)) and for current state employees: copies of their last two performance appraisals and attendance record for the last year, no later than November 9, 2016 to:

**Theresa Judge  
Department of Administrative Services  
165 Capitol Avenue, 5<sup>th</sup> Floor East  
Hartford, CT 06106**

**Fax: 860-622-2964 or Email: [theresa.judge@ct.gov](mailto:theresa.judge@ct.gov)  
Subject line MUST include: Job Posting No. and Your Last Name  
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.